

ACCELERATING GROWTH WITH CONTROLLERSHIP / C.F.O SERVICES

Designed to address the current needs as well as the future growth of your company.

We offer controllership services for Level I, II, III, IV, and V a la carte. For a Full-Service (Level I through Level V) Controllership Package we offer a **10% introductory discount.**

BENEFIT

Enhance internal controls by achieving segregation of duties and the efficient processing of transactions accompanied by prompt, professional, and timely monitoring of the agency's financial affairs.

GET IN TOUCH

6100 Oak Tree Boulevard, Suite 200, Independence, Ohio 44131
216 - 541 - 0090 - OFFICE
+216 - 541 - 0090 - fax



HWAA'S CONTROLLERSHIP SERVICES

I DATA ENTRY, & COMPUTER PROCESSING \$250/month

- provide you with an accounts payable open item list on a weekly basis.
- maintain a computerized check register or transactions detail report showing cash receipts and cash disbursements on a weekly basis.
- process payroll weekly and record payroll transactions in the accounting system.
- prepare federal and state income tax returns

II ACCOUNTING & COMPILATION \$250/month

- prepare and maintain original books of entry (cash receipts and disbursements journals) as well as a general ledger system online.
- prepare reconciliations of your bank accounts promptly upon receipt of monthly bank statements.
- provide you with compiled financial statements and supporting schedules monthly.

III FINANCIAL ANALYSIS, MANAGEMENT & COMPUTER CONSULTING \$500/month

- assist in the preparation of the annual budget and prepare the budget to actual reports on a quarterly basis and other reports such as annual reporting on a corporate basis, including additional reporting for grant activity at both the state and federal levels
- assist management with the analysis of financial data and make recommendations regarding cash management, internal control, and other financial matters.
- perform a "top-level" review of all financial reports prior to distribution to the Board or other stakeholders.
- assist management with the preparation and implementation of an accounting policies and procedures manual and will provide updates and revisions on a quarterly basis as required.

IV TAX PLANNING & CONSULTING Flat fee: \$2000/month

- creating strategies to minimize your tax liability.
- prepare your organization for the lowest tax liabilities while staying within the current tax regulations.
- take advantage of the right tax credits, use tax-loss harvesting techniques in investments, and manage your wealth accordingly.
- maximizing your deductions and tax credits and saving you more money in the preparation of your taxes
- guarantee a lower risk for an audit with proper tax filing procedures aligned with tax laws

V TAX PREPARATION - FORM 990 Flat fee: \$1,000/month

- prepare the organization's annual federal tax-exempt organization information return (Form 990) and the annual State of Ohio Exempt Organizations Annual Report along with the related forms and schedules.

Services that make a difference